

## **Southwest Michigan Women's Soccer Association Board Job Description**

<b>Title:</b>	Vice President
<b>Description:</b>	Plans master game schedule. Takes Presidents place when President is not available.
<b>Length of Commitment:</b>	One year (two seasons).
<b>Time Involvement:</b>	Three to five hours per week
<b>Responsibilities:</b>	<p>When President is not available, oversees programs and management of association. Assuring all aspects of SMWSA are running smoothly.</p> <p>Presides at all meetings.</p> <p>Responsible for correspondences with league email.</p> <p>Communicates all league information to team contact persons via league email.</p> <p>Responsible for maintaining league web site. <a href="http://www.smwsa.net">www.smwsa.net</a></p> <p>Sets up master game schedules and sends copies to Team contact persons and board members via email.</p> <p>If secretary is not available, keeps records of games, providing league standings on the league web site, updating at least twice a season.</p> <p>If secretary is not availed, keeps records for the league including, but not limited to, records of meetings and membership list.</p> <p>Works with board member to organization of pre-season promotion and publicity for SMSWA league: including but not limited to, posting of signs and flyers at Soccer Zone, promoting league in newspapers.</p> <p>Works with board members to handle all matters including concerns from participants.</p>

Works with board members to set up divisions and place teams in those divisions.

Responsible for opening and closing of the facility as board directs.